

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide [5] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by April 29, 2005 @ 12:00 pm. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting

system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit [F] of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**SCOPE OF SERVICES FOR:**

**Port Huron Transportation Service Center  
Office Technician Services**

**PROJECT DESCRIPTION/PROJECT ENGINEER MANAGER DESIGNATION:**

This Scope of Services is for possible use on all projects under the administration responsibility of the Transportation Service Center. The specific projects to be worked on will be at the direction of the Project Engineer Manager. All invoices submitted by the Consultant will be detailed so as to show each project worked on by control section and job number along with dates and hours per employee per each project.

**I Primary Prequalification Classification:**

Technical Assistance

**II Secondary Prequalification Classification:**

None

The anticipated start date of the service is October 10, 2005

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The anticipated completion date for the service is October 6, 2006.

DBE Requirement: 0%.

MDOT Project Manager:

Ken Holbert  
Port Huron TSC  
2127 11<sup>th</sup> Avenue  
Port Huron, MI 48060  
810-985-5011, Ext. 301  
810-985-5042 – FAX

The Consultant shall contact the Project Manager prior to beginning any work on the project.

**GENERAL:**

The Consultant shall furnish all services and labor necessary to conduct and complete the Engineering Services described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

#### **GENERAL DESCRIPTION OF ENGINEERING SERVICES:**

The Consultant shall provide, to the satisfaction of the Department, Engineering Services as generally described as: computation and documentation of quantities; reporting and recordkeeping; and finaling all project documentation; for construction work to be performed by the Construction Contractors.

#### **OFFICE TECHNICIAN SERVICES TO BE PERFORMED BY THE CONSULTANT:**

1. **Office Support and Equipment:** Provide an experienced office technician knowledgeable about all aspects of the FieldManager system, and procedures regarding project record documentation. Provide all administrative support.
2. **Changes/Extras/Adjustments:** Notify the Project Manager of any changes, extras, or adjustments to the contract before processing a Contract Modification.
3. **Staff Reductions:** Withdraw any personnel or halt any Services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be

reimbursed for the cost of personnel charges to a project that the Project Manager has determined was unnecessary.

4. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
5. **Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
6. **Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.
7. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to;
  - a. Construction Item and Tested Material Records using FieldManager,
  - b. Transfer of tested Materials,
  - c. Monthly Report on Material Inspection,
  - d. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),
  - e. Construction Estimate Bi-Weekly Report,
  - f. Bi-Weekly Construction Progress Report and Weekly Statement of Working Days Charged
  - g. Force Accounts
  - h. Contract Modifications (Recommendations and Authorizations),
  - i. Reduction in Reserve, and
  - j. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the

Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.

8. **Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Copy select correspondence and documentation to the Project Manager.
9. **Project Review/Certification:** Participate in and resolve items determined to be insufficient during the Department's review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the Final Estimate.
10. **Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, and Final Marked As-Constructed Plans. The Final Estimate Package shall be submitted to the Project Manager within 30 days of the Final Records Review.

#### **SERVICES TO BE PERFORMED BY THE DEPARTMENT:**

1. The Project Engineer Manager shall furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.
2. The Project Engineer Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
3. The Project Engineer Manager shall provide desk area working space and file storage space necessary for the Services required herein.
4. The Project Engineer Manager shall furnish the Consultant with office space and computer equipment necessary to run FieldManager.

#### **VENDOR PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the

contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the vendor and must have prior approval by the MDOT Project Engineer Manager.

The fixed fee allowed for this project is 11.0%